

Audio Profile Setup

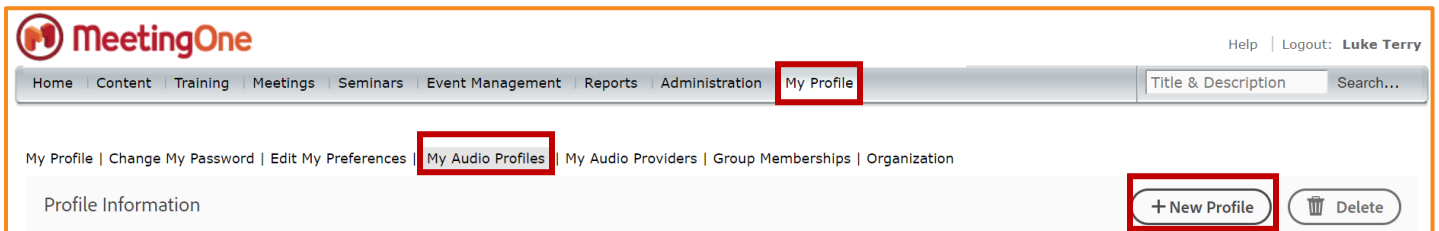
Follow these steps below to set up your **Audio Profile** in Adobe Connect

Note: Your Company Admin needs to have enabled MeetingOne Audio

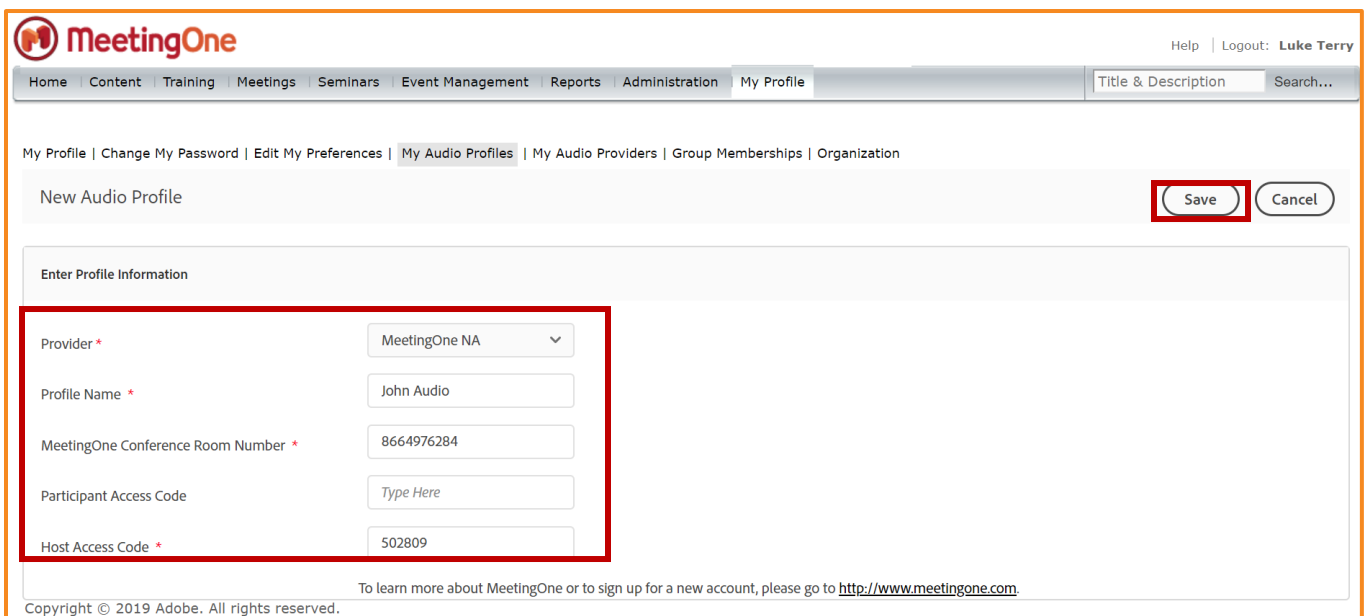
What You Will Need:

- Company's Adobe Connect URL
- Administrator Credentials for Adobe Connect

1. Log into your Adobe Connect URL (i.e. CompanyABC123.adobeconnect.com)
2. Click **My Profile**
3. Click **Audio Providers**
4. Click **New Profile**
5. Select **MeetingOne NA** from the provider drop down menu
6. Input
 - a. Profile Name (Customizable)
 - b. MeetingOne Conference Room Number (Contained in your welcome email)
 - c. Host Access Code (Contained in your welcome email)
7. Click **Save**



The screenshot shows the MeetingOne user interface. The top navigation bar includes 'Home', 'Content', 'Training', 'Meetings', 'Seminars', 'Event Management', 'Reports', 'Administration', and 'My Profile' (highlighted with a red box). Below the navigation bar, there are links for 'My Profile', 'Change My Password', 'Edit My Preferences', 'My Audio Profiles' (highlighted with a red box), 'My Audio Providers', 'Group Memberships', and 'Organization'. At the bottom of this section, there is a 'Profile Information' label and two buttons: '+ New Profile' (highlighted with a red box) and 'Delete'.



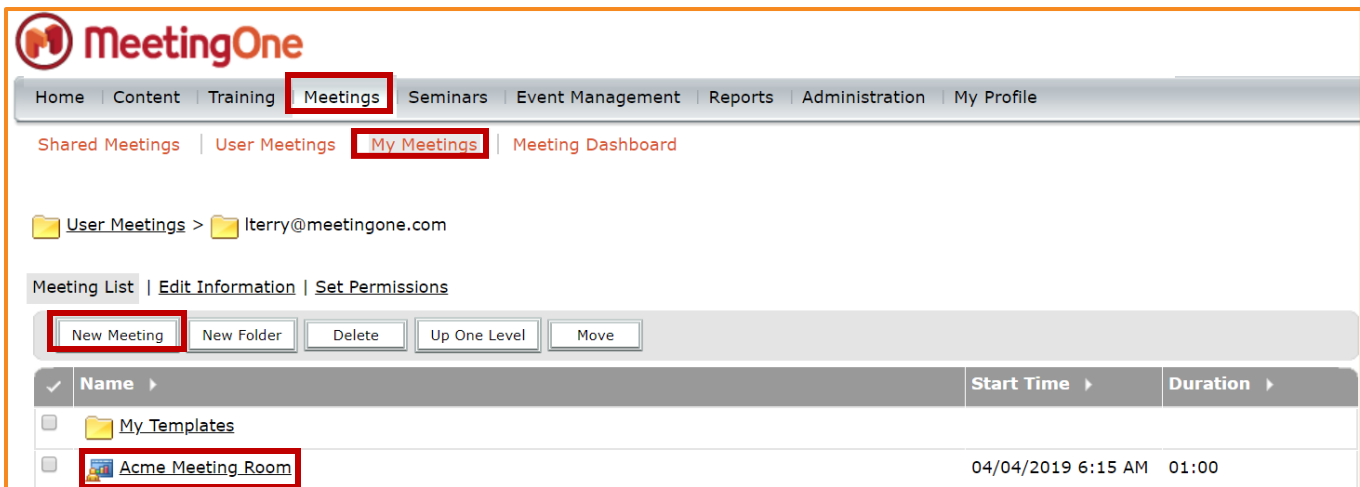
The screenshot shows the 'New Audio Profile' form in the MeetingOne user interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are links for 'My Profile', 'Change My Password', 'Edit My Preferences', 'My Audio Profiles' (highlighted with a red box), 'My Audio Providers', 'Group Memberships', and 'Organization'. The form title is 'New Audio Profile' and it has 'Save' (highlighted with a red box) and 'Cancel' buttons. The form contains the following fields:

- Provider *: MeetingOne NA (dropdown menu)
- Profile Name *: John Audio
- MeetingOne Conference Room Number *: 8664976284
- Participant Access Code: Type Here
- Host Access Code *: 502809

The entire form area is highlighted with a red box. At the bottom of the page, there is a footer: 'Copyright © 2019 Adobe. All rights reserved. To learn more about MeetingOne or to sign up for a new account, please go to <http://www.meetingone.com>.'

Audio Profile Setup, continued

8. Click **Meetings**
9. Click **My Meetings**
10. Select an existing meeting room (edit information) or create a new meeting
 - a. Fill out/edit the Meeting Information Section
 - b. Under the Audio Conference Settings Section:
 - i. Select **Include this audio conference with this meeting**
 - ii. Select your **Audio Profile** from the drop down menu
 - iii. Click **Save** or proceed with creating your meeting
11. Your MeetingOne AudioOne can now be activated in your Adobe Connect Meeting room



MeetingOne

Home | Content | Training | **Meetings** | Seminars | Event Management | Reports | Administration | My Profile

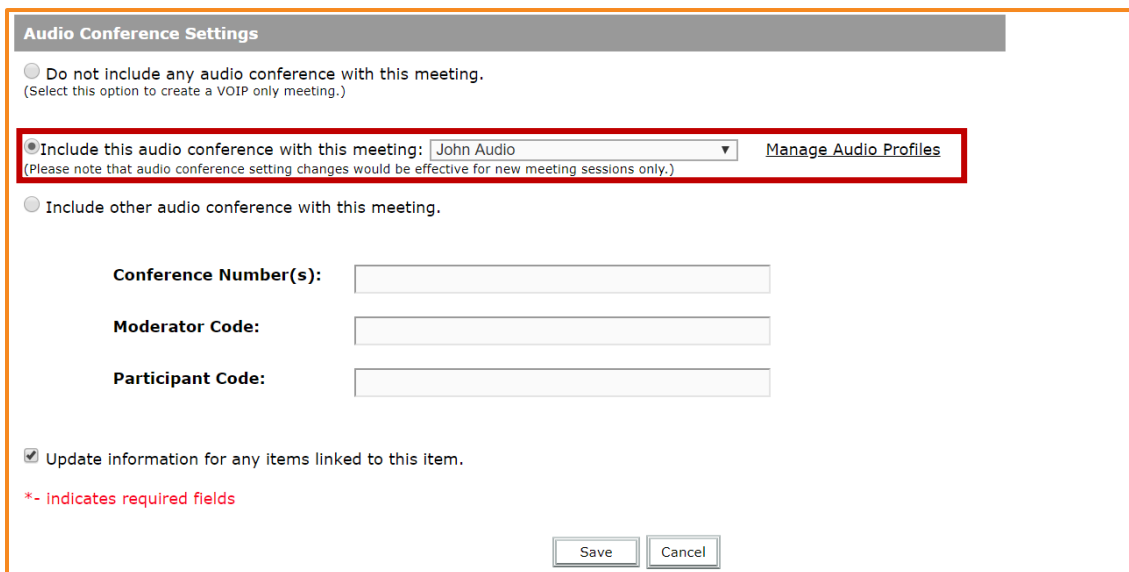
Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

User Meetings > lterry@meetingone.com

Meeting List | Edit Information | Set Permissions

New Meeting | New Folder | Delete | Up One Level | Move

Name	Start Time	Duration
My Templates		
Acme Meeting Room	04/04/2019 6:15 AM	01:00



Audio Conference Settings

Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)

Include this audio conference with this meeting: **John Audio** [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

*- indicates required fields

Save Cancel